

# Manitoba Aboriginal Sports & Recreation Council Inc. (MASRC)

## Sport for Social Development Supervisor



### Description

The Sport for Social Development (SSD) Supervisor plays a vital role in leading and supporting the Sport for Social Development team to fulfill the mission and goals of the Manitoba Aboriginal Sports & Recreation Council (MASRC).

### Duties & Responsibilities

#### Supervision of SSD Programs & Staff

1. Manage staff hours, task assignments, and staffing for urban programs.
2. Supervise SSD Programs, including North End & Urban Programs, and coordinate the Bike Program.
3. Collaborate, support, and build relationships with Indigenous communities and organizations.
4. Manage resources effectively, including budgets.
5. Work with other MASRC staff to apply for grants.
6. Prepare reports for funders, the Executive Director, and the MASRC Board of Directors.

#### Other Duties

1. Be available as necessary for all major events and games, including but not limited to NAIG, NAHC, and MIG.
2. Other duties as assigned.

#### Requirements

1. Strong communication, networking, team leadership and management skills.
2. Previous experience working in a supervisory role in a non-profit organization.
3. Proficiency in Microsoft Office products (Word, Excel, PowerPoint, SharePoint, and Forms).
4. Willingness to travel to remote communities within Manitoba by plane, train, boat, or car.
5. Must provide a Criminal Record Check, Child Abuse Registry Check, and Vulnerable Sector Check.
6. Possession of a Class 5 driver's license.
7. Possession of a grade 12 diploma or GED.

#### Desirable Qualifications

1. Emergency First Aid, Mental Health, or any additional training or certifications.
2. College or university education.
3. Previous experience developing recreation programs, community planning, sport programs, or relevant experience.

Position to start immediately and will be based out of our satellite office on Higgins Ave, Monday-Friday, 9:00AM – 4:30PM. Please note that some weekends and evenings will be required. All interested candidates are encouraged to apply, however qualified Indigenous (First Nations, Metis, and Inuit) applicants will be given priority consideration.

To be considered, please send a cover letter and resume by mail or email addressed to:

Mel Whitesell, Executive Director

Manitoba Aboriginal Sports & Recreation Council, 105-145 Pacific Ave Winnipeg MB R3B 2Z6

OR [mel.whitesell@masrc.com](mailto:mel.whitesell@masrc.com)